

## MEETING#6– January 29

At a Budget Work Session of the Madison County Board of Supervisors on January 29, 2015 at 9:00 a.m. in the Madison County Fire hall Lounge Room located at 1223 N. Main Street:

PRESENT: Doris G. Lackey, Chair  
R. Clay Jackson, Vice-Chair  
Jonathon Weakley, Member  
Robert W. Campbell, Member  
Kevin McGhee, Member  
V. R. Shackelford, III, County Attorney  
Ernest C. Hoch, County Administrator  
Leo Tayamen, Finance Director

### 1. Call to Order

Chairman Lackey called the meeting to order.

### 2. Pledge of Allegiance & Moment of Silence

The Board of Supervisors commenced their meeting with the Pledge of Allegiance and a moment of silence.

### 3. Determine Presence of a Quorum/Adoption of Agenda

Chairman Lackey advised that a quorum was present.

Supervisor Jackson moved the adoption of today's Agenda as presented (excluding public comment), seconded by Supervisor Weakley. *Ayes: Lackey, Jackson, Weakley, Campbell, McGhee. Nays (0).*

### 4:Agenda Items:

#### **Budget Discussions:**

The County Administrator opened discussions about healthcare costs – if the County separates from the school system, the outcome will have a negative impact on the school's budget; the school system uses a 'tier approach' and offers a higher insurance benefit to its employees than the County does. It was suggested the County inquire as to:

- How much the school's budget has escalated by providing the added benefit
- Assess how many employees are in the pool (i.e. single, dual, family)
- Whether retirees who return part-time receive the health care benefit

**Treasurer:** Stephanie Murray, Treasurer, was present. The following highlights were provided:

- State funding amount is unknown at this time
- County has received 57.97% of funding amount (based on revenue projections) for FY2015
- Doesn't anticipate there will be an increase in State funding for her particular office

Board discussions focused on:

- The 'go live' date for the software program (April 1, 2015)
- County is at a disadvantage because of not having an IT Director
- Suggested that modules be done separately in order to assess any possible glitches before moving forward with the entire software package
- County is making huge payments for the software program and progress has been significantly delayed
- Whether there is a penalty clause in the contract regarding implementation of the various programs
- Whether the County should look at a 'not to exceed' amount to be spent (based on delays)
- Is the project manager physically on site in the County during training sessions
- State funds received for the Treasurer's office equals about forty percent (40%) of the Treasurer's departmental budget (i.e. \$90,000.00 direct for salaries; \$9,800.00 in fringes/benefits = \$100,000.00 from the State; local dollars \$99,000.00 is supplemented to cover payroll for the department = \$199,000.00 total, leaving \$53,000.00 left to cover office supplies, postage, training, etc.).

The County Administrator noted that delays can be attributed to:

- A Change in program managers
- County personnel changes (i.e. Finance Director)

Although there is a project manager in place, there isn't an exclusive dedicated manager for the County, as noted in the original contract; training and associated costs are tracked incrementally as used – these hours can be increased if needed. Today's concerns will be discussed with representatives of Tyler Technologies, Inc.

**Commissioner of the Revenue:** Gale Harris, Commissioner, was present. The following highlights were provided:

➤ **Getting ready to send off to NADA to get our value for our vehicles so personal property forms can be run**

- Income tax documents are starting to come into the office
- December transfers are being done in order to provide documentation for real estate taxes
- Values/acreage changes will be rolled over from the existing system (Blue Ridge) 1x annually – no calculations will be necessary
- New software program will be used for billing purposes only

Board discussion focused on:

- Whether the recommended rate (from the State) has increased in the land use program

Ms. Harris advised that information is provided annually from Virginia Tech regarding the different classes of soil type; changes can only be made for land types during a reassessment year; many attributed are changed to assess values (i.e. livestock, sale of crops, land, etc.).

The County Administrator noted the Board can elect to approve or disapprove the land use program. Documentation provided for review contained:

- Report of land values
- Total amount of taxable property
- Total amount of property in land use program
- Total amount of commercial property
- Total amount of land for single family dwellings
- State occupies four percent (4%) of the County
- The park occupies sixteen percent (16%) of the County
- Total amount of County parcels (by type)

It was questioned if a reduced rate was noted in the NADA personal property rates.

Ms. Harris noted:

- The values are based on NADA calculations which varies
- There is no exception noted for vehicle mileage
- This years' values will be based as 'average trade in' instead of as 'clean trade in' which will cause the values to drop a little
- During the calculation process, reductions will be noted in revenue for personal property
- County must elect whether to increase/equalize the rate – leaving things 'as is' will lower the amount of tax and revenue received by the County
- No current values received from NADA

The County Administrator advised the State provides thirty-one percent (31%) of the Commissioner's departmental budget.

Further discussions focused on:

- Current values (i.e. real estate, personal property, merchant's capital, sales tax, etc.)
- Predictions of possible increase in revenue (i.e. Plow & Hearth expansion, Madison Motors, Inc. [inventory])

Ms. Harris noted that based on her assessment:

- Using the 'average trade in' value will equal a seven to nine percent (7% - 9%) drop in personal property values
- Funding has been placed in her department the line item for seminars (in case a class should become available for her department)
- There may be a need for some staff overtime during the upcoming month

It was also suggested that funding for training/education should possibly be provided to all County departments; the County Administrator noted that requests to attend seminars/ training have always been readily accepted and funded – in most cases it's the fact of how to offset time away from the office versus workload so staff can attend sessions.

In regards to the data provided by NADA, the County Administrator requested the information be provided in a format that will allow extraction of exact numbers that will provide a more accurate impact for the County (regarding average trade in value).

**Commonwealth Attorney's Office:** Jim Reid, recently appointed Commonwealth Attorney, was present. The following highlights were provided:

- Basement is currently used by OAR to meet with juveniles
- Victim-Witness shares the basement office space
- New Assistant Commonwealth Attorney will start shortly (salary - \$66,543.00 annually)
- Assistant Commonwealth Attorney will work thirty (30) hours per week (part of salary paid through a grant opportunity)
- Grant application must be made annually
- Staff consists of two full-time and two part-time employees
- The need for a private space to visit with clients

- Staff consists of two (2) full-time and two (2) part-time
  - Paralegal position has been eliminated
  - Additional expenses needed for books, subscriptions, seminars/training and postage fees
- Board discussions focused on
- Whether changes could be implemented in the basement of the building
  - Whether space could be measured, repainted and made into additional offices for future use

The County Administrator provided a breakdown of funding for the office (i.e. fifty-nine percent (59%) – State; forty-one percent (41%) – County); figure in today's documentation do not reflect full operational costs for the office – allocations will be implemented once the new software system is in place; also noted the basement area has been dry since the last incident of flooding; area will be measured and repainted to for use as office space.

**Clerk of the Circuit Court:** Linda Parrish, Clerk of the Circuit Court, was present and noted there were no significant changes to her departmental budget. Input on her department focused on the following highlights:

- Department currently uses two (2) copiers (one for the public)
- Fees collected from the public (for copier) are paid back to the County
- Salary increase included for office personnel
- Percentage of funding provided from comp board is 68%
- County funding provided is 18%

Board discussions focused on:

- Costs for microfilming
- Grant funding
- Storage of records & minute books
- Judge's Secretary salary (Line Item 21100)
- Health insurance cost increase (5%) & associated benefits

The County Administrator advised the proposed budget contains a step increase; Ms. Parrish was asked to provide updated information (i.e. grade/step) for her office personnel.

In closing, Ms. Parrish advised that her staff work hard, and are extremely helpful/courteous to the citizens they serve.

*\*Chairman Lackey called for a five (5) minute break. \**

Chairman Lackey reconvened the meeting.

**E911:** Robert Finks, E911 Director, was present. Input on his department focused on the following:

- E911 equipment will be upgraded (contract just forwarded today)
- Grant for \$150,000.00 has been provided to fund
- CAB server upgraded during the past year
- All systems (excluding radio equipment) are up to date
- Servers will be updated
- Future plans to establish a regional radio system (to include Orange, Greene, Culpeper, Fluvanna, Louisa, Charlottesville, Albemarle, UVA)
- System cost (in 2008 for Madison only) was \$7,000,000.00; Louisa County has placed an RFP out for radio systems – cost for controller only is \$1,500,000.00 (computer only)
- A regional system would call for \$1,500,000.00 to be spent once and all entities would share the system
- County would be responsible for the purchase of antennas, radios and small infrastructure, and a portion of the maintenance
- Existing towers could be used for the antennas
- Regional system will allow the all entities to use the same towers already in place
- The regional system would allow the County to use both bands (i.e. 800 MGHZ and VHS)
- State is looking at 'the next generation 911' that will allow texting, live streaming
- State is looking at establishing a 'state-wide' network to connect all the EOC's (based on a recent study)
- Proposed wage increase included for some long-term personnel (input based on recent salary study information)

The County Administrator provided specifics based on documentation for E911 personnel (i.e. steps, grade, merit, etc.); the percentage amount provided is calculated based on a full step adjustment (i.e. 6/3% [comp board dispatchers] and 3.4% [regular dispatchers], based on step and merit, excluding COLA.

Mr. Finks noted there are several employees with longevity (5 to 12 years) – the average 'life' of most dispatchers is four (4) years. Total number of employees in the EOC is thirteen (13).

Documentation provided showed there is very little funding provided from the comp board (\$24,000.00 annually); the State is only providing sixteen percent (16%) of the EOC's departmental budget with the remaining amount being local dollars.

Board concerns focused on:

- Whether the comp board views its funding as an assessment of what the position is actually worth
- Is there a formula for dispatchers salaries

- What's the minimum amount of dispatchers in the office at any given time
- Is there a specific time of day when calls are heaviest

The County Administrator explained the funding provided from the comp board is all that will be provided; the County can elect to hire employees at the rate provided, if desired.

Mr. Finks advised there was a formula at one point; however, it no longer exists. In closing, he advised there is an agreement between the Sheriff and the EOC, as there's no way an EOC could operate with only five (5) dispatchers all year long. There is always a minimum of two (2) dispatchers in the office at all times – on occasion there may be three (3) or four (4) due to overlapping shifts; monthly reports were provided to show call volume and times.

In regards to comments concerning whether individuals with strong technological knowledge would be a great asset than someone with longevity, it was noted that if current employees couldn't keep up with the technology, they wouldn't remain; employees appear to have grown along with the new technology and have become experts in their field.

Mr. Finks provided input on the amount of time involved in training an employee to be a dispatcher (i.e. school attendance [DCJS], knowledge of HIPPA regulations and medical protocols, attend EMD) and must be fully certified before entering to on-the-job training in addition to having computer knowledge. He also noted the discrepancies in salary ranges was the result of the County raising incoming salaries (for dispatchers) and only provided COLA to regular employees and no increase for employee performance.

The County Administrator noted the total average increase being requested for the dispatchers is 5.74%; the overall department increase is 5.7%.

**EMS:** Lewis Jenkins, Director, was present to provide input on his departmental budget. Input on his department focused on the following:

- Total departmental increase is 2.7%
- Figures were based on what has spent thus far and down through the year
- Added funding to the medical supply line item
- Fuel costs are uncertain
- \$300,000.00+ is brought in from ambulance billing (minus billing company fees; funding is also used to attain charting software that's used)
- Call volume remained basically steady during the calendar year
- Unsure how the affordable care act may (or may not) affect the ambulance billing process

The County Administrator provided figures for ambulance billing during the past year (\$316,000.00 total – increase by 2% from the prior year); it takes about six (6) months to get revenue from ambulance billing; provided on his

Board concerns focused on:

- Future EMS operations
- Future relocation of the volunteers/paid EMS staff (possible assets)
- Length of call depends on the amount of distance from location to the hospital
- Leave accumulation (for new hires)

Mr. Jenkins projected:

- Call volume will slowly increase (as the local population ages)
- Transport turnaround time has decreased (due to the Martha Jefferson free-standing clinic [Proffit Road] and merger of UVA and Culpeper Hospital)
- Time frame for volunteer squad building isn't known
- Volunteers have raised \$1,000,000.00 (total building cost is about \$4,000,000.00+/-)
- County purchases medical supplies for 1<sup>st</sup> Responder Units (controlled by County)
- Merger of UVA and Culpeper Hospital will allow staff to relinquish certain drugs for use elsewhere before they expire

Additional comments/suggestions::

- That the Board would allow him the ability to offer merit increases to EMS personnel
- Evaluations are done, but there are employees who go beyond their original duties
- Offering merit increases would make evaluations more meaningful
- Stipends were given in the past to those who attained certifications (budget crisis eliminated this)
- Feels the County doesn't offer salaries that would attract individuals with ambulance service skills
- Part-time personnel don't cost the department very much (no overtime paid)

The County Administrator advised the leave accumulation was adjusted for new hires only, and doesn't affect current employees.

Chairman Lackey called for a five (5) minute recess.

**Sheriff's Office:** Erik Weaver, Sheriff, and Teresa Weaver, Office Manager, were present to provide input on the departmental budget. Input on his department budget focused on the following:

- Length of trips (mental health patients) & associated costs (to the County)
- Length of time waiting for a mental health worker
- Funding decreased in line item #6010 (\$11,000.00)
- Rotation for the purchase of law enforcement vehicles
- IT Equipment (line item decreased \$8,500.00)
- Request funding to purchase some body cameras (estimated cost \$600-\$700 per camera only, excluding support equipment)
- Request funding (\$13,000.00) to test new vehicle microphone system
- Existing Taser equipment will need to be replaced (\$1,400.00)

Board comments focused on:

- Begin documenting time and cost (for all mental health transports)

The County Administrator advised that unbudgeted funding was placed in contingency for the purchase of cars at the end of FY2014 (\$100,000.00); he suggested the County look at placing some funding in contingency for the purchase of law enforcement vehicles (if available). It was noted there have been eight (8) vehicles purchased over the past two (2) years in order to catch up of replacing law enforcement vehicles.

Additional highlights from the Sheriff:

- Two (2) rifles and two (2) glocks were ordered this year
- Vests have also in the process of being ordered (\$12,000.00) for FY2014
- Two (2) new radars have been ordered
- About \$130,000.00+ has been collected thus far in highway safety
- No problems noted with the new roof
- New shelving will be needed for the new storage building
- Cage will be in place to hold the vehicle that is currently in storage
- Once fencing is in place, one of the storage units behind the Old ABC Building will be relocated
- Current fuel consumption expense is at forty-seven percent (47%)
- Vehicle repairs are done by various local vendors (Co-op, Eddin's Ford (new vehicles), Aylor's Garage, and Neal's Repair Shop)

The County Administrator advised the State provides thirty-one percent (31%) of funding to the Sheriff's Office; funding allocated for fuel hasn't been decreased; it was suggested the line item remain the same as last year; its felt the cost will start to increase as the year progresses. He also noted there are currently thirty-two (32) vehicles being used by the Sheriff's Department.

The Sheriff noted that investigators don't require a new vehicle; he also noted that when new vehicles are purchased, older vehicles are permanently removed from the fleet; he noted a few of the vehicles were donated to the department; he also suggested funding for vehicle maintenance remains in place. Concerns were verbalized regarding a post-year entry and the fact that a lease payment on vehicles (of \$223,500.00) left the FY2014 department budget at ~~\$145,000.00-~~.

The County Administrator noted the budget wasn't increased by the amount in question – the issue will be researched for clarity. It was also noted that a proposed rotation schedule for law enforcement vehicles will be constructed – funding mechanisms will also need to be discussed by the Board.

**Animal Control/Shelter:** Greg Cave, ACO, was present to provide input on the departmental budget.

Concerns verbalized by the Board focused on:

- Annual salary for one of the ACO's
- Discussions focused on departmental salary (for an ACO)
- Allowance for ACO's to be authorized to carry a firearm
- Whether there will be any liability for the County if ACO's are designated as "Conservator of the Peace"

Mr. Cave noted that:

- ACO's are considered as County employees and will need to be certified in order to be designated as "Conservators of the Peace."
- ACO's would carry firearms for euthanasia purposes (i. e. rabid animals, canines chasing livestock, etc.)
- Virginia Code notes that ACO's 'shall euthanize dogs chasing livestock'
- Advised of recent call where an opossum was in a residential neighborhood and had to be removed (by ACO) and euthanized (on own private residential property)
- Virginia Code advises that 'wild animal calls will be responded by to Game Commission, Sheriff's Office, then Animal Control....'
- Allowance for medications (for animals) is decreased (\$2,000.00)

After discussion, further comments on the Board focused on:

- Allowance for ACO's to be designated "Conservators of the Peace" if they're legally covered
- Public safety is provided (to the County) by ACO's
- Designation and allowance to carry a firearm will keep ACO's safe
- Safety is important for County employees as well as the citizens
- Process to attain liability coverage (for ACO's)

➤ Accolades for volunteer services provided

The County Administrator has reviewed requirements in the State Code; County's insurance carrier will be contacted to verify they will provide coverage; the County does have sovereign immunity in most cases; if there is an issue of gross negligence, it will be difficult for the community to be sued for any actions undertaken by the ACO's. It was also noted the County is provided a certain level of protection against liability - as long as things are done correctly and required training is provided, there will be no problems with the overall process. Law enforcement personnel aren't always able to assist, as they may be out on other calls; the relationship between the Sheriff's Office and the ACO's has always been positive - they do work together whenever possible.

Comments focused on the responsibilities of the Game Warden; it was noted the office doesn't have available resources to deal with all animal issues as they arise - funding and protocol for the office is provided by the State.

It was noted the line item for animal medications was decreased; the amount spent last year was less than originally budgeted; some of the fees for animal medications is reimbursed as revenue back to the County.

Mr. Cave advised that based on last year's numbers, the shelter would be considered as a 'no kill shelter', as the only animals euthanized were those that displayed aggression, were injured by a vehicle or were bite cases; animals aren't put down because of lack of space - many housed in the local shelter have been saved that would've been euthanized if housed in other localities.

**VACo Session:**

Chairman Lackey advised the VACo session is scheduled for next Thursday in Richmond; she will be unable to attend and urged anyone able to attend to please do so.

**Thomas Jefferson Criminal Justice Board:**

Chairman Lackey advised a meeting has been requested by representatives on the TJCB Board; it was noted the local library, WMB or social services has available meeting space.

**Future Budget Work Sessions:**

It was suggested budget discussions continue regarding staff salaries, healthcare costs, proposed increase in costs for the regional jail, and the school system's budget.

After discussion, it was the consensus of the Board to schedule the next budget work session for Monday, February 2, 2015 from 9:00 a.m. to 3:00 p.m.

**2. Adjournment**

With no further action being required by the Board, on motion of Supervisor Weakley, seconded by Supervisor Jackson, Chairman Lackey adjourned the meeting. *Ayes: Lackey, Jackson, Weakley, Campbell, McGhee. Nays: (0).*

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Doris G. Lackey, Chairman  
Madison County Board of Supervisors

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Clerk of the Board of Madison County Board Supervisors

Adopted on: March 9, 2015

Copies: Doris G. Lackey, R. Clay Jackson, Jonathon Weakley, Robert Campbell, Kevin McGhee, V. R. Shackelford, III & Constitutional Officers

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**Agenda**  
**Special Work Session**  
**Madison County Board of Supervisors**  
**Monday, January 29, 2015 at 9:00 a.m.**  
**Madison County Fire hall Lounge Room**  
**1223 N. Main Street, Madison, Virginia 22727**



**Agenda Items**

1. Call to Order
2. ***Pledge of Allegiance & Moment of Silence***
3. Determine Presence of a Quorum/Adopt Agenda
4. Agenda Items:
  - a. Budget Discussions
  - b. Adjournment